2010 SUMMER YOUTH EMPLOYMENT PROGRAM
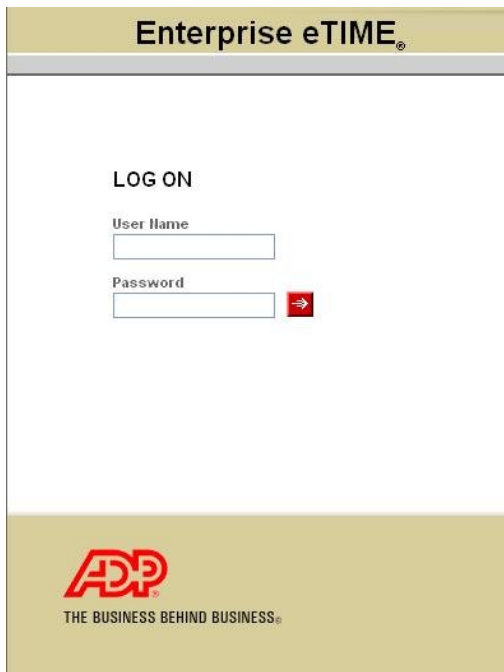# HOW TO ENTER TIME FOR YOUTH

STEP 1: Logging On

You may access Enterprise eTIME directly at:
https://eetime91.adp.com/fp9e/applications/wtk/html/ess/logon.jsp

Log in using your username and password. Your username is being sent to you directly, but it is typically your first and last name spelled out in one word in all lowercase letters. (for example, John Doe's username would be johndoe).
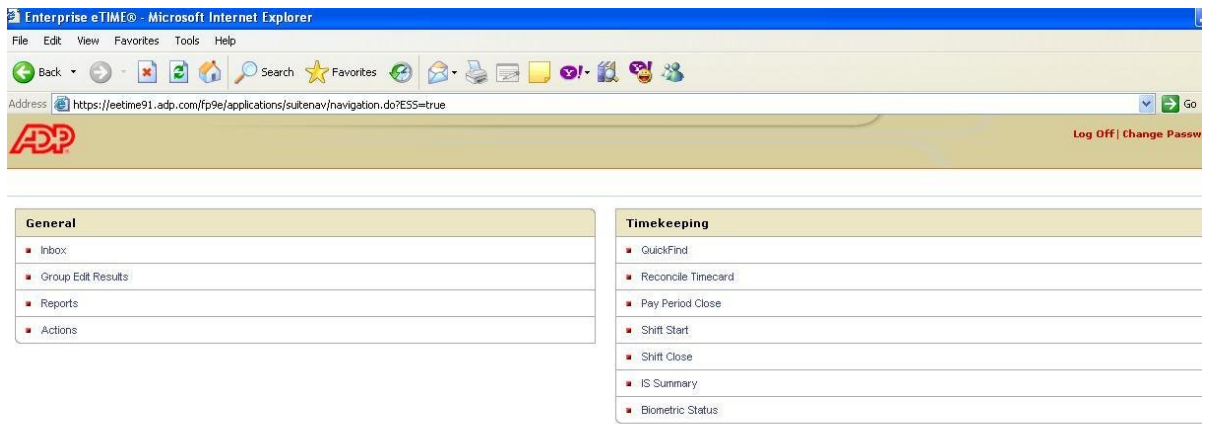

STEP 2: Entering Time

Once you log-in you will be able to view the home screen. From there, you must find your youth by either using the **Quickfind** or **Reconcile Timecard** option. The Quickfind option is designed to allow you to select particular names individually. The Reconcile Timecard option allows you to view your full roster all at once.

Using Quickfind to Look Up Individual Names

From the home screen, click the Quickfind option. In Quickfind, change the TIME PERIOD to "Current Pay Period" and type in the last name you are searching for in the NAME OR ID field.

NOTE: Using an asterisk (*) allows you to search for a last name using just one or a few letters. For example, if you are searching for a youth with a last name beginning with the letter "D", you can enter "D" and your search will return all youth whose last names begin with the letter "D".

If you enter only an asterisk (*) in the search field, you will see all of the participants on your roster.
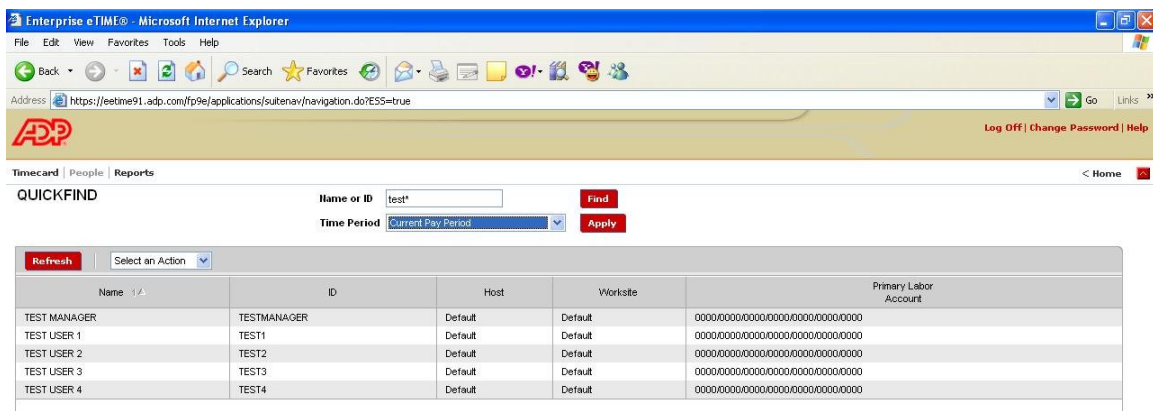
Once you have identified the name of the participant, click on their name (it will highlight in yellow). Now that you have selected the youth, click the TIMECARD link on the left side of the screen (this link is just below the red ADP logo).

The participant's timecard will populate (see the screen below).

The only two fields that you need to complete are AMOUNT and PAY CODE.

For AMOUNT, enter the total number of hours the participant worked each day. For PAY CODE, select the option from the drop-down labeled "Hours Worked".
Next, click SAVE button on the left side of the screen to save your work.

You will see that eTIME will update the daily totals on the right side of the page and the total number of hours entered will populate at the bottom of the page. Make sure this matched what was on your paper timesheet.

Once the time is correct, click the APPROVE button (located beside the save button). Note: time must be entered on a weekly basis, but you are only required to approve time at the end of the two-week pay period.
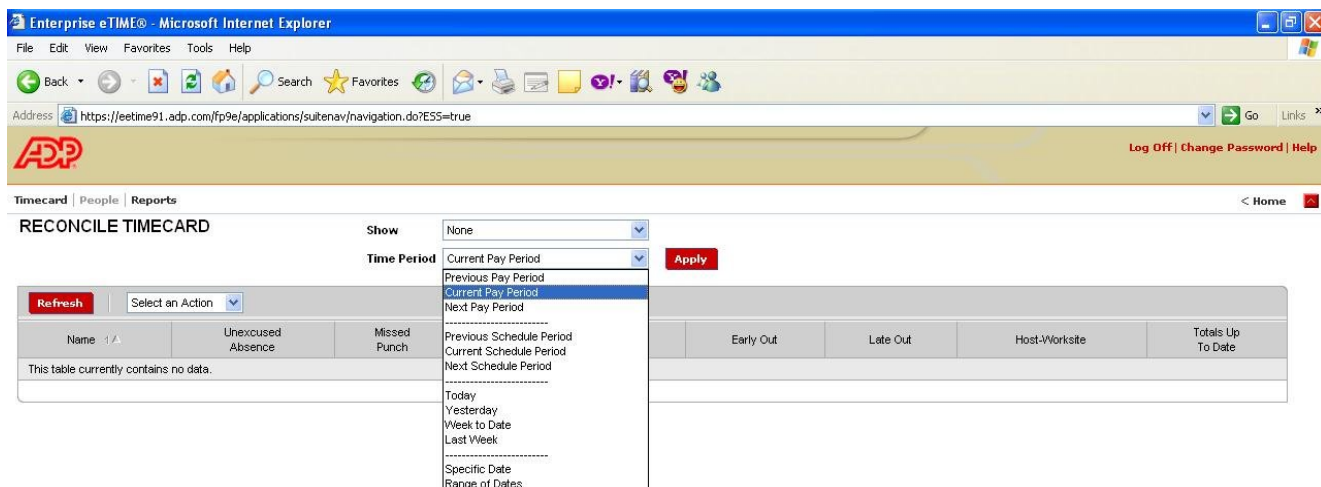
After the timecard is approved, the REMOVE APPROVAL button will appear. If you need to make further edits, remove the approval, correct the timecard and click the APPROVE button.

Click "HOME" on the right side of the screen to return to the home screen and to search for the next participant.

Using Reconcile Timecard to View Your Complete Roster

You may use the RECONCILE TIMECARD option when you need to enter time for multiple participants. From the home screen, click the Reconcile Time Option.

Change the TIME PERIOD to "Current Pay Period" and show "All Home" in the SHOW field.

When your participant names appear in the field below, use the drop down menu labeled "SELECT ACTION" and choose "Select All." Everyone on your list should now be

4

highlighted in Yellow. Then, click where it says "TIMECARD" at the top left side of the page (just beneath the red ADP logo).

You will see the timecard for the first participant on your roster. But now, to move on to the next person, you may use the drop down menu in the NAME OR ID field or use the red arrows next to the participant's name to toggle between timecards.

Follow the same instructions included above to enter, save, and approve time for all of your youth participants.

HELPFUL TIPS/TECHNIQUES/REMINDERS

- **ALWAYS CLICK "LOG OFF" WHEN YOU ARE FINISHED USING eTIME**. The LOG OFF button is located in the upper right side of the screen.

- Avoid using the "back" or "refresh" button on your browser.

- Always make sure your username and password are entered in the correct case. The username is always in all lowercase letters. Your password is case-sensitive.

- Time is due on a weekly basis (by close of business every Friday). If you are unable to complete time entry or encounter difficulties, please have your host coordinator contact your SYEP Liaison immediately.

- You do not need to enter the sign-in or out times that youth worked. In eTIME, we are only tracking the total number of hours worked for each day of the pay period.

- Though time must be entered at the end of every week, time only needs to be approved at the end of each two-week pay period.